

INTRODUCTION AND REQUIREMENTS

The *2010-11 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* initiates the annual evaluation and adoption of textbooks in selected subject categories for use in North Carolina schools. This document, including all attachments, provides an overview of the total process for submission, evaluation, and adoption of textbooks. By submitting textbooks for evaluation, publishers and producers agree to follow the procedures set forth in this document. **Failure to comply with all procedures, including stated deadlines, may result in disqualification** for the annual evaluation and adoption of textbooks in selected subject categories for use in North Carolina.

Authority for the North Carolina State Board of Education to adopt textbooks is codified in the General Statutes of North Carolina §115C-85-86; 102. Publishers listed on the North Carolina Publishers Registry are invited to submit textbooks/programs in response to the requirements of this document, and all responses must conform to the specified requirements.

The 2010-11 textbook evaluation will include the subject categories listed on page 4. On the Bid Proposal Form (Attachment 6), publishers must designate each specific category, by number and name, for which a bid submission is to be evaluated.

As cited in GS 115C-85, textbook is defined as:

“... systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.”

Submission Parameters

1. **Instructional Materials may be submitted in no more than two categories. Bid Proposal Forms must clearly state each category.**
2. **Publishers are responsible for determining categories for their materials prior to submission.**
3. **Instructional Materials will be evaluated only in categories specified by the publisher.**
4. **It is the responsibility of the publisher to ensure that each submission is complete. Sample instructional materials will be shipped to selected sites. All shipped materials must contain the identification number that will be supplied by the Office of Textbook Adoption Services.**
5. **Titles will be adopted by the State Board of Education and placed on contract for the Public Schools of North Carolina. Adopted titles are distributed solely through the North Carolina Textbook Warehouse. §115C - 96 (2)**
6. **As stated in the sample contract (Attachment 3, PART IV (12), the seller shall not submit for substitution without prior written approval of the Textbook Adoption Services.**